**NGUYEN THANH NAM**

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**APPLICATION FOR LEAVE OF ABSENCE**

**Subject: Maternity leave application**

14\* June 2019

* **Mr. Donal Trump**
* HR Manager
* ABC Apartment

Dear Mr./Mrs. **{Recipient’s Name}**,

I hope that this letter finds you in the best of health. This letter concerns my request regarding maternity leave from **{start date}** to **{end date}**. It is going to be a three-month leave, and I will rejoin soon after that.

As I am going to be away for a very long time, I have authorized **{name of the person}** to take over my responsibilities. He/she has courteously agreed to take over my chair for 90 days.

I have attached my medical certificate, along with other important details, required to avail the leave.

I also request you to give me the information of the hospital covered under the office insurance coverage so that a part of my medical expenses is taken care of.

In the case of an emergency, please contact me at **{your contact information}**.

Yours Sincerely,

**Nguyen Thanh Nam**